



Complete Computing, Inc.

SERVING OUR CUSTOMERS SINCE 1982

Microsoft PowerPoint for Office 365 (Desktop or Online): Part 2

Course length: 1 day(s)

Course Description

Meetings, instruction, training, pitches; these are all a part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements. And, some of these presentations include sensitive information that needs to be guarded. Given all the variables, it may seem an overwhelming task to deliver your content, on time, to all audiences, and to only those who need to see it. Oh, and by the way, you need to make it interesting, informative, and memorable. So, how do you do it? Without the help of a robust set of tools, it would be nearly impossible. But Microsoft® PowerPoint® provides you with a variety of such tools that can help you deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all of your available time.

Note: Most Office 365™ users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes brief coverage of key skills for using PowerPoint for the Web and OneDrive. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

Target Student:

This course is intended for students who have a foundational working knowledge of PowerPoint, who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

Course Objectives

In this course, you will use the advanced tools and features in PowerPoint to create and deliver engaging presentations. You will:

- Customize design templates.
- Add tables.
- Add charts.
- Work with media.
- Build advanced transitions and animations.
- Collaborate on a presentation.
- Customize the delivery of a presentation.
- Modify presentation navigation.
- Secure and distribute a presentation.

Prerequisites

To ensure success, students should have experience using PowerPoint, running within the Windows® 10 operating system, to create, edit, and deliver presentations.

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Course Content

Lesson 1: Customizing Design Templates

Topic A: Modify Slide Masters and Slide Layouts

Topic B: Modify the Notes Master and the Handout Master

Topic C: Add Headers and Footers

Lesson 2: Adding Tables

Topic A: Create a Table

Topic B: Format a Table

Topic C: Insert a Table from Other Microsoft Office Applications

Lesson 3: Adding Charts

Topic A: Create a Chart

Topic B: Format a Chart

Topic C: Insert a Chart from Microsoft Excel

Lesson 4: Working with Media

Topic A: Add Audio to a Presentation

Topic B: Add Video to a Presentation

Topic C: Add a Screen Recording

Lesson 5: Building Advanced Transitions and Animations

Topic A: Use the Morph Transition

Topic B: Customize Animations

Lesson 6: Collaborating on a Presentation

Topic A: Review a Presentation

Topic B: Co-author a Presentation

Lesson 7: Customizing Presentation Delivery

Topic A: Enhance a Live Presentation

Topic B: Record a Presentation

Topic C: Set Up a Slide Show

Lesson 8: Modifying Presentation Navigation

Topic A: Divide a Presentation into Sections

Topic B: Add Links

Topic C: Create a Custom Slide Show

Lesson 9: Securing and Distributing a Presentation

Topic A: Secure a Presentation

Topic B: Create a Video or a CD

Appendix A: Mapping Course Content to PowerPoint Associate: Exam MO-300

Appendix B: Microsoft®PowerPoint® Common Keyboard Shortcuts

Appendix C: Using Ink to Hand Draw Elements